



California Department of Justice

Deputy Attorney General

Training and Experience Questionnaire

This Training and Experience (T&E) Questionnaire is the examination for the classification of Deputy Attorney General. The results of this examination will determine your placement on the hiring list for the classification should any open positions become available.

The assessment is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your education, training, and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Deputy Attorney General position. Your responses in this questionnaire may be later used as information for follow-up questions during a hiring interview.

The overall assessment consists of three sections:

- Research/Analyzing
- Case Communication/Management
- Decision Making and Workload Management

The T&E Questionnaire is the sole component of the Deputy Attorney General examination. All instructions should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your T&E Questionnaire and disqualification from this examination. Please keep a copy of your completed questionnaire for your records.

If you have any questions regarding this questionnaire, please contact:

Melissa Bell
Testing and Selection Unit
(916) 324-5054
melissa.bell@doj.ca.gov

How to take a T&E

What is a T&E?

A Training and Experience Questionnaire (T&E) is a way to measure the previous experience, training, and/or education that a candidate has that is relevant to the job for which the exam is being conducted.

T&Es are typically questionnaires that consist of a series of statements that represent qualities important for successful job performance. You will be asked to rate yourself on the experience, training, and education that you will bring to the job.

How do I rate myself?

Making judgments about your own level of skills or amount of experience can be a difficult task, but there are steps you can take to help increase the accuracy of your ratings.

- To start, pull together some important personal reference materials. You're most likely going to be asked to rate yourself based on your previous work experience. It can be difficult to accurately recall in detail the accomplishments you have achieved in your career, so take a moment to refresh your memory.
 - Pull out your resume and review it. Update it if you need to. Look over your previous positions and the tasks that you performed while in those positions.
 - Review past performance appraisals. These may contain development plans or details of projects that you completed in the past.
 - Look over your transcripts. Remind yourself of the courses that you have taken in your educational path. If there are educational requirements, you may be asked about specific courses that you took while pursuing your education.
 - Make a list of training courses and professional classes that you have taken throughout your career. Note any certifications that you may have achieved. Sometimes you may not have the previous work experience, but you may have taken coursework that exposed you to similar knowledge or skills.
 - Read the questions and the response options carefully. Consider all your relevant training and experience.

How do I choose which rating best represents me?

- After you have reviewed some of your personal reference materials you should be in a pretty good position to rate yourself accurately.
 - Be honest. Don't diminish your accomplishments or the amount of time that you have put into your career. As you rate yourself, keep your personal resources next to you, and refer to them as needed to refresh your memory.
 - Be truthful. Don't exaggerate what you have done. While it's common to want to present yourself to the best advantage, T&Es are of most use when your ratings are accurate. Rating yourself higher in certain experiences or indicating that you have more training than you do in actuality isn't necessarily going to result in a higher score. Often candidates' responses on the T&E questionnaire are confirmed during the hiring interview. Blatantly falsifying your employment history may lead to disciplinary action and/or removal from the employment list.

Affirmation Page

All applicants **must complete and return the entire** Training and Experience Questionnaire, Affirmation page, and Conditions of Employment to be considered for this examination process.

The completed Training and Experience Questionnaire, Affirmation page, and Conditions of Employment must be returned to one of the following addresses:

Mailing Address:

Department of Justice
Testing & Selection Unit
PO Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing & Selection Unit
1300 I Street, 1st Floor Lobby
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Your Signature: _____ Date: _____

Your Name (printed): _____

Contact Information:

Address: _____

City, State, Zip: _____

Phone Number: _____

Email address: _____

Scale Descriptions

Use the following scales when responding to each item.

Scale #1 Knowledge related to performing this action:
--

Extensive knowledge

I possess an advanced knowledge level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered, and I could instruct others on specific aspects of this action.

Moderate knowledge

I possess a solid knowledge level that would allow me to perform this action successfully.

Limited knowledge

I have some knowledge of how to perform this action, but may require additional instruction to apply my knowledge effectively.

No knowledge

I have no knowledge of how to perform this action or what it may entail.

Scale #2 Experience related to performing this action:

Extensive experience

I have performed this action often, and across different contexts, and I would be considered an expert by others in the field.

Substantial experience

I have performed this action regularly with little or no supervision.

Moderate experience

I have performed this action multiple times, and could effectively perform this action if required.

Limited experience

I have performed this action before, but would still be considered a beginner by others in the field, and would likely require assistance for successful performance.

No experience

I have never performed this action.

Scale #3 Number of times having completed this task:

More than 10 times

1-10 times

Never

Training and Experience Questionnaire

Section # 1: Research/Analyzing (Questions 1-7)

Read each item carefully and select the option that best corresponds with your response. Please only select one response per item.

In responding to each item, you may refer to your **FORMAL EDUCATION**, **FORMAL TRAINING COURSES**, **MOOT COURT**, or **WORK EXPERIENCE** at an organization.

1. **Analyze legal documents (e.g., pleadings, motions, briefs), evaluate arguments, and determine an appropriate response.**

Knowledge related to performing this action:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Experience related to performing this action:

- Extensive experience
- Substantial experience
- Moderate experience
- Limited experience
- No experience

Number of times having completed this task:

- More than 10 times
- 1-10 times
- Never

2. Analyze a case file (e.g., investigative reports, discovery materials, administrative record, trial transcripts) to determine appropriate further action.

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

3. Analyze legal authorities to determine their relevance to a particular case.

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

4. Analyze correspondence to determine its purpose, significance, and appropriate actions to be taken.

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

5. Keep abreast of developments in particular areas of law in order to acquire and/or maintain knowledge.

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

6. **Locate primary and secondary legal sources pertinent to a particular case or issue, using both text and computer-based resources.**

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

7. **Verify that the law cited in any written work is valid authority (i.e., "Shepardize"), using both text and computer-based resources.**

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

Section # 2: Case Commincation/Management (Questions 8-17)

Read each item carefully and select the option that best corresponds with your response. Please only select one response per item.

In responding to each item, you may refer to your **FORMAL EDUCATION, FORMAL TRAINING COURSES, MOOT COURT**, or **WORK EXPERIENCE** at an organization.

8. Draft documents to be filed in court(s) and/or administrative tribunals.

Knowledge related to performing this action:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Experience related to performing this action:

- Extensive experience
- Substantial experience
- Moderate experience
- Limited experience
- No experience

Number of times having completed this task:

- More than 10 times
- 1-10 times
- Never

9. Draft memoranda to colleagues and/or superiors seeking or providing advice, recommendations, comments, etc.

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

10. Draft correspondence to outside entities (e.g., clients, opposing counsel or other interested parties).

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

- 11. Draft legal research memoranda for a colleague, supervisor, or client and, make recommendations, when requested, for appropriate action.**

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

- 12. Edit one's own written work (for content, tone, organization, grammar, and format, etc.) to produce a final version.**

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

13. Prepare written outlines to ensure complete, accurate, and effective oral presentations (e.g., for client meetings, court appearances, and depositions).

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

14. Take accurate notes during meetings or proceedings.

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

15. Represent client in official proceedings (e.g., judicial, administrative, alternative dispute resolution proceedings).

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

16. Orally communicate with clients, potential clients, and/or witnesses regarding a case.

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

17. Orally communicate with colleagues and supervisors regarding procedural and substantive case issues, strategy/tactics, court decisions, new legislation, office policies, and client relations.

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

Section # 3: Decision Making and Workload Management (Questions 18-22)

Read each item carefully and select the option that best corresponds with your response. Please only select one response per item.

In responding to each item, you may refer to your **FORMAL EDUCATION**, **FORMAL TRAINING COURSES**, **MOOT COURT**, or **WORK EXPERIENCE** at an organization.

18. Use appropriate methods to ensure that work is completed properly and on time (e.g., calendaring, monitoring the status of all assignments, and anticipating future tasks).

Knowledge related to performing this action:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Experience related to performing this action:

- Extensive experience
- Substantial experience
- Moderate experience
- Limited experience
- No experience

Number of times having completed this task:

- More than 10 times
- 1-10 times
- Never

19. Locate information or resources when you are working on a project that which you are unfamiliar.

Knowledge related to performing this action:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Experience related to performing this action:

- Extensive experience
- Substantial experience
- Moderate experience
- Limited experience
- No experience

Number of times having completed this task:

- More than 10 times
- 1-10 times
- Never

20. Identify issues raised in a particular case based on an analysis of the applicable facts, and law to determine the best way to proceed.

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

21. Prioritize arguments in order to be effective and persuasive when advocating a position.

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

22. Determine whether a proposed course of action is legal and ethical, and decide how to proceed.

Knowledge related to performing this action:

Extensive knowledge
Moderate knowledge
Limited knowledge
No knowledge

Experience related to performing this action:

Extensive experience
Substantial experience
Moderate experience
Limited experience
No experience

Number of times having completed this task:

More than 10 times
1-10 times
Never

DEPARTMENT OF JUSTICE
DEPUTY ATTORNEY GENERAL
OPEN- STATEWIDE

CONDITIONS OF EMPLOYMENT
FORM 631
IDENTIFICATION #: -----
(Personnel Office Use ONLY)

NAME: _____ (PLEASE PRINT)
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form. If you are unable to accept employment, or do not reply to contacts from the department your name will be placed on the inactive list for this classification.

PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:

- | | |
|--------|-----------------------|
| (05) | Anywhere in the State |
| (0100) | Oakland |
| (1000) | Fresno |
| (1900) | Los Angeles |
| (3400) | Sacramento |
| (3700) | San Diego |
| (3800) | San Francisco |

PLEASE INDICATE THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice(s):

- ___ (D) Permanent - full time only.
___ (R) Permanent - part time or intermittent.
Temporary - full time, part time, or intermittent.
___ (A) All of the above

NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT, IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE
TESTING & SELECTION OFFICE
1300 "I" STREET
SACRAMENTO, CA 95814

THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE AND CONDITIONS OF EMPLOYMENT

**Please submit this document along with any other required documentation
per the instructions on Page 3.**